

TRRAC is here to help!

The Montgomery County Division of Solid Waste Services' *Think Reduce and Recycle at Apartments and Condominiums* (TRRAC) team is available to help multi-family property representatives implement recycling and solid waste programs in compliance with the County's recycling regulations, reduce the amount of waste generated, conserve natural resources, and understand the importance of stimulating the recycling industry through purchases of recycled-content products.

Services and materials available to assist multi-family properties include:

- **On-site consultations and technical assistance** to help you design and implement your recycling and solid waste programs. An experienced TRRAC team member will help you assess your current waste stream, identify sufficient recycling containers and collection service, establish and implement plans for ongoing communication with staff and residents about your recycling and waste reduction programs, resolve site-specific challenges, and identify ways to enhance your programs.
- **Participation in community and property events** such as pool parties, community festivals, staff training, condominium board meetings, and informational lobby displays or recycling presentations; bilingual staff is available to participate in these activities. Recycling awareness events educate residents on how to recycle and why it's important, but they also strengthen your resident community and give people opportunities to meet their neighbors.
- **Educational materials** for property management and residents in several languages:
 - Property Manager's Guide to Recycling: a comprehensive resource that provides step-by-step guidance for property managers on how to set up a successful recycling and waste reduction program at your property

- Labels for recycling and solid waste collection containers
- Recycling posters for collection areas
- Brochures for residents in multiple languages
- Magnets for residents (English and Spanish)
- Videos
- Property-specific notices and letters developed through collaboration with property representatives at their request
- In-unit recycling containers for residents

- **Educational Seminars** that provide ongoing education for multi-family property representatives on how to implement, maintain, and improve recycling and waste reduction programs and purchase recycled-content items. Interact with other property representatives to share ways to resolve recycling challenges and learn from each others' experiences.



Think Reduce and Recycle at Apartments and Condominiums

We are here to help! Contact us.

Montgomery County, Maryland Division of Solid Waste Services

TRRAC Program
(Think Reduce and Recycle at Apartments and Condominiums)

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This information is available in an alternate format by calling Lauren Kuhn at (240) 777-6400.

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Montgomery County Multi-Family Property Recycling and Waste Reduction Program



Recycling is the law in Montgomery County

Montgomery County Executive Regulation 15-04AM requires all multi-family properties (with seven or more dwelling units) to provide on-site recycling programs for the following materials:



Mixed paper
(white paper, colored paper, corrugated cardboard, boxboard, newspapers, inserts, magazines, catalogs, telephone directories, books, unwanted mail, shredded paper and all other clean, dry paper)



Commingled materials
(aluminum cans and foil products; bi-metal (steel/tin) cans; glass bottles and jars; and plastic bottles, containers, jars, tubs, lids, pails, buckets and flower pots)



Scrap metal items
(predominantly metal items such as metal furniture, bed frames, pots and pans, appliances, sinks, irons, rebar, pipes, bicycles, shower stalls, and electrical wiring)



Yard trim
(grass, leaves, and brush)



Christmas trees

In addition, Montgomery County Executive Regulation 18-04 bans the disposal of required recyclable materials as solid waste at County disposal facilities and requires collectors to deliver recyclable materials to a recycling facility. This regulation also provides guidelines for collection companies that contract with multi-family properties in Montgomery County for collection of recyclable materials and clearly defines responsibilities and roles.

Visit www.montgomerycountymd.gov/recycling to download copies of the regulations.

Components of a Successful Recycling Program

- Property committed to recycling**
Show your residents you believe recycling is important!
- Containers for all required recyclable materials**
Properties must place labeled containers for all required recyclable materials in each location where trash containers/chutes are located. Containers must be of adequate size and quantity to accommodate the materials generated by staff and residents. Containers must be placed in reasonable and convenient proximity to all dwelling units, offices, club houses, pool areas, and other uses on-site, as well as near any vending machine that dispenses products in recyclable packaging. Laundry rooms and mail rooms are other locations where recycling containers must be placed.
- Sufficient collection service**
Material placed in recycling and solid waste collection containers must be collected frequently enough to prevent the containers from overflowing. If your property contracts for collection service, use a collection company that has a current Montgomery County Collector's License to collect and transport recyclable material in the County. A collector must provide a copy of its current Collector's License to each of its customers annually.
- Monitoring and maintenance**
Visit your recycling and solid waste collection areas on a regular basis, weekly or monthly. If posters, labels, or containers are deteriorating, replace them. Monitor fullness of containers and adjust your collection capacity/frequency if



necessary. Ask residents what they think about your recycling program. Discuss improvements to your recycling program with your collector and the County.

- Regular education for staff and residents**
Educate all staff and residents regarding your property's recycling program on a regular basis. Ensure both staff and residents know where the recycling collection areas are located and what materials can and cannot be recycled. Include information about the property's recycling program in move-in packages. Educational resources include notices posted in common areas, newsletters, and events that strengthen the community and increase recycling awareness.
- Waste reduction**
Promote waste reduction opportunities for residents and staff and when renovating dwelling units. Examples of waste reduction activities include donating usable items to charitable organizations, establishing lending libraries or swap rooms, promoting the voluntary recycling of non-required materials, using reusable cups or mugs in property offices, facilitating yard sales, grasscycling (leaving grass clippings on the lawn), and minimizing paper use.

- Data Collection**
Maintain records of contracts, invoices, and/or scale house tickets for collection and disposal/recycling of solid waste.
- Reporting**
File the following reports:
 - Waste Reduction and Recycling Plan**
Multi-family properties must have an approved Waste Reduction and Recycling Plan on file with the County. This plan should demonstrate how the property will recycle and otherwise reduce the amount of solid waste going to disposal facilities, with the goal of reducing the amount, by volume or weight, of solid waste collected for disposal by at least 50 percent annually.
 - Annual Recycling and Waste Reduction Report**
Multi-family properties must submit this report annually by **February 1**, documenting the types and quantities of materials recycled and disposed of by the property as well as the efforts to educate staff and residents on the property's recycling program.



RECYCLING — MAKING A DIFFERENCE EVERY DAY, MANY TIMES A DAY.